

**Hurricane Preparation Check List –**

**Computer Center**

**YEAR-ROUND READINESS**

1. Building Manager and/or Safety Warden monitors weather radio; alerts personnel of any watches or warnings.
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to Emergency Manager.

**HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)**

*Duration of Hurricane Season (June 1 – Oct. 30)*

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Review/update Emergency telephone notification phone tree list for Computer Center personnel.
3. Update Essential Personnel Lists. Send copy to Emergency Manager.
4. Inventory Supplies on hand; replenish if needed:
  - a) plastic tarps
  - b) flashlights
  - c) spare batteries
  - d) duct tape
- 3.
4. **Report completion of preparations to line management.**

**HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)**

1. Upon notification from the Facility Manager, the Computer Center Manager will issue readiness condition message and instructions via broadcast and "news" utilities.
2. Evaluate any contract work in progress or about to start and take appropriate action in coordination with service provider.

3. Notify users to perform backups of their personal systems.
4. Perform software backups of our central systems and move media to a safe storage location.
5. Inspect computer and data communications facilities on-site for conditions that require attention from Computer Center or Plant Services personnel to make them weather ready, such as construction projects in progress.
6. Contact Accelerator operations Crew Chief, Plant Services, and Experimental Halls to coordinate contingency plans for possible computer systems and network shutdown in non-essential areas.
- 7. Report completion of preparations to line management.**

### **PREPAREDNESS CONDITION 3 (HPC-3) – Highest**

1. Upon notification from the Facility Manager, the Computer Center Manager will issue readiness condition message and instructions via broadcast and "news" utilities.
2. Advise users to disconnect all nonessential computer equipment from the network and unplug electrical power cords. Shut off all related personal computer UPS systems to prevent needless draining of the battery system.
3. Shut down and secure all non experimental and nonessential local area network components in satellite equipment rooms. Shut down related UPS systems to prevent draining the batteries.
4. Advise users to disconnect all nonessential computer equipment from the network and unplug electrical power cords. Shut off all related personal computer UPS systems to prevent needless draining of the battery system.
5. Shut down and secure all local area network components in all satellite equipment rooms and their related UPS systems to prevent draining the batteries. Allow these systems to cool to room temperature and cover the equipment with waterproof tarps. Secure the tarps to the equipment with duct tape.
6. Notify all off-site network management centers that CEBAF networks are being shut down due to adverse weather conditions.
7. Notify Accelerator Crew Chief and representatives from each Experimental Hall of impending full system shutdown due to adverse weather conditions.
8. Upon completion of all system backups and transportation of tapes to the secure data safe, begin an orderly shut down of all computer systems. Allow equipment to cool before securing the enclosures with waterproof tarps and duct tape.

9. Shut down and secure all remaining local and wide area network equipment and components. Allow equipment to cool and then secure with waterproof tarps and duct tape.
10. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
11. **Report completion of preparations to line management.**

## **DOWNGRADING READINESS CONDITIONS**

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. Ask staff to inspect all Computer Center areas for damage and water intrusion. This should include all remote satellite equipment locations. This inspection must be completed before any equipment power and network restoration efforts begin. Any damage or water intrusion must be reported to the Facilities Management Director and the on-duty Crew Chief. Under no circumstances should power be restored to equipment that has been exposed to moisture until Computer Center technicians have inspected it and taken corrective actions if necessary.
3. Coordinate central computer systems and network operation restoration with Facility Manager to insure electrical power is stable and additional power outages are not planned or required. Notify on-duty Crew Chief as networks and central computer systems are restored and when current conditions prevent service restoration in certain areas.
4. Notify Facility Manager when central computer systems and network services have been restored and note exceptions to the restoration and their cause. Provide a "best guess" estimate for time and expense required to complete full restoration.
5. Notify users when they may power up their systems and reconnect them to the network. If they have any doubt regarding moisture exposure or damage to their equipment, advise them to contact the Computer Center and a technician will inspect the computer equipment.
6. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
7. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

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Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html) <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/)<http://www.jlab.org/intralab/emergency/>

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For questions regarding Emergency Management, contact [John Kelly](#).